

NEOGOV can be accessed by using the following link: <https://login.neogov.com/>

NEOGOV can also be accessed via the HR Gateway on the [Civil Service Commission website](#).



NEOGOV works best with Chrome.



### 1. Account Activation

- A. You should have received an **Activate Your NEOGOV User Account** email with a link to create your account **Password** using your email address as your **Username**. This activation will expire after 24 hours. If you require a new activation, please contact your HR Office or the NEOGOV mailbox at [MCSC-NEOGOV@michigan.gov](mailto:MCSC-NEOGOV@michigan.gov).

**NOTE:** Current NEOGOV users will use their existing username and password.

- B. Click on the **Log In >>** button.

### 2. Forgot Password

- A. To reset your password, click the **Forgot your username or password** link below the login button.

## NEOGOV

Username

Password

All fields are required

Log In

[Forgot your username or password?](#)

- B. Enter your **email address** and click on **Send Email**. A message will be sent containing your username and a link to reset your password.

[< Back to Login Page](#)

## Login Assistance

Enter your email address and we'll send you your username and a link to reset your password.

Email

**Send Email**

3. When an employee completes a form, Managers and HR User roles will see their related eForms steps in several places: on the **Dashboard** tab, on the **Tasks** tab, and in the **My Tasks** section of their **Forms** tab.
4. From the left navigation, **Forms**, click on **Approve/Deny Remote Work Agreement** in the **My Tasks** section.

The screenshot displays the NEOGOV Forms dashboard for a user with the role of MCSC MANAGER. The top navigation bar includes the NEOGOV logo, a 'Dashboard' tab, a search bar, and a 'Give Feedback' button. The left sidebar contains a 'My Profile' link and a list of navigation items: Dashboard, Tasks (with a red notification badge), People, Performance, Recruiting, Forms (highlighted in blue), and Reports. The main content area is titled 'Forms' and features three tabs: Overview, In Progress (0), and Completed. The 'Overview' tab is active, showing a 'My Tasks' section with a task titled 'Approve/Deny Remote Work Agreement' due Monday. To the right, the 'My Team's Forms' section shows an overall progress bar for all forms, with 2 overdue and 4 in progress. Below these, a 'Forms' section lists three items: 'Dependent Care FSA Annual Goal Increase', 'Remote Work Agreement', and 'NEOGOV Security Request', each with a right-pointing arrow.

5. The employee completed Remote Work Agreement displays. Review the fields to ensure they are accurate. Managers then have three options:

- **Cancel** – leave the form and return to it later (or seek additional approvals outside of the NEOGOV process), go to step 6-10 below
- **Deny and Return** - form is incorrect and must be returned to the employee for correction, there are no additional steps required at this time, form will display on your dashboard when the employee resubmits it with corrected fields
- **Approved** – form can move forward to the next step in the process for manager completion of sections III and IV, go to step 11 below

**NEOGOV** Dashboard Search MCSC MANAGER

Employees Documents Reports Bulk Progress

Review Remote Work Agreement Cancel Deny and Return Approve

**OSE**  
Office of the State Employer

**REMOTE WORK AGREEMENT**

**SECTION I - EMPLOYEE INFORMATION**

Last Name EMPLOYEE	Job Title/Position PE-DEPARTMENTAL ANALYST-A	Employee ID Number 1111112
First Name MCSC	Department/Agency/Division PE-1901 PE-MB130	Telephone Number (517) 335-1234

Proposed Remote Worksite (Remote work outside Michigan requires written approval of the Office of the State Employer)  
Proposed Effective Dates (Approval no greater than one year):  
From: 8/1/2021 To: 8/1/2022 Locations: ☐ Home ☒ Other

**ONLY complete if Other is selected for Location. Physical Street Address (P.O. Box not acceptable)**

345 Main Street  
City: Lansing State: MI Zip Code: 48917 County: Eaton

**SECTION II - EMPLOYEE CERTIFICATIONS, SCHEDULE, AND ACKNOWLEDGMENT**

I certify that:

1. I have read the [Remote Work Guidelines](#)<sup>1</sup> and [Acceptable Use Standard](#)<sup>2</sup> and will abide by all their provisions.
2. I have reviewed expectations and communication requirements in my remote-work plan and SOM and agency privacy and

6. To view forms that have a status of **In Progress**, from the left navigation select **People**, then click on the employee's name, and the **Documents** tab. **In Progress** forms display in the upper-left. Click on **In Progress**.

**NEOGOV** Dashboard Search for employees or positions Give Feedback MCSC MANAGER

People / MCSC's Profile

**MCSC EMPLOYEE**  
PE-DEPARTMENTAL ANALYST-A  
PE-CIVIL SERVICE COMMISSION

Job & Pay Performance Documents Onboarding

**Documents**

In Progress (1)

Folders

Sort By: Default View

Download Upload

I-9 Tax Forms Benefits Policies Termination Other Performance Evaluati... Remote Work Agree...

7. **In Progress** forms display. In the **Actions** column, click on the eye icon.

In Progress

Name

Actions

Remote Work Agreement

12 items per page

Showing 1 - 1 of 1 items

8. A PDF version of the form displays. If further review is required outside this NEOGOV process, click **Download** to save a PDF copy and share this form.

9. When review of the form (and download if necessary) is complete, click **Cancel**.

Bulk Progress

QUICK LINKS PROCESS  
Remote Work Agreement  
20% COMPLETE  
TASKS  
Task Name  
Complete Remote Work Agreement  
Approve/Deny Remote Work Agreement

Preview Form
Cancel Download

I certify that:

- I have read the [Remote Work Guidelines](#)<sup>1</sup> and [Acceptable Use Standard](#)<sup>2</sup> and will abide by all their provisions.
- I have reviewed expectations and communication requirements in my remote-work plan and SOM and agency privacy and security requirements for my remote work with my supervisor.
- I have agreed to establish a remote workspace at the location identified above and my remote workspace meets the Health and Safety Standards in the Remote Work Guidelines.

I understand that:

- Agency policies and work rules applicable to state offices also apply to the remote-work location and failure to follow agency policies and work rules may result in disciplinary action and ending remote work.
- I will promptly notify my supervisor if I need to change any term of this agreement so that a revised agreement can be entered.
- I will not be compensated for using personal equipment, if authorized, to work remotely and reimbursement for travel and meals will not be available based on work at an authorized remote work location.
- If approved to use a privately owned phone or device during remote work, my device may be subject to discovery under court rules, court orders or litigation holds, acceptable-use or cyber-security incident investigations by the state, and Freedom of Information Act (FOIA) requests.

Remote Work Schedules																
	First Week of Pay Period							Second Week of Pay Period								
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
In-office work hours		0.00	0.00	0.00	0.00	8.00		8		0.00	0.00	0.00	0.00	8.00		8
Remote work hours		8.00	8.00	8.00	8.00	0.00		32		8.00	8.00	8.00	8.00	0.00		32
Start time		8am	8am	8am	8am	8am				8am	8am	8am	8am	8am		
Meal period		12-1	12-1	12-1	12-1	12-1				12-1	12-1	12-1	12-1	12-1		
End time		5pm	5pm	5pm	5pm	5pm				5pm	5pm	5pm	5pm	5pm		

ACKNOWLEDGEMENT

10. In the left navigation, select **Forms** to return to the Remote Work Agreement manager review process.

NEOGOV Dashboard Search for employees or positions

MM MCSC MANAGER  
PE-DEPARTMENTAL MANAGER-3  
PE-CIVIL SERVICE COMMISSION

ME MCSC EMPLOYEE  
PE-DEPARTMENTAL ANALYST-A  
PE-CIVIL SERVICE COMMISSION

Job & Pay Performance Documents Onboarding

Documents In Progress

In Progress (1)

> Folders

Name

Remote Work Agreement

<< < 1 > >> 12 items per page

11. For our example, we will select **Approve**.

NEOGOV Dashboard Search for employees or positions

Employees Documents Reports Bulk Progress

Review Remote Work Agreement Cancel Deny and Return Approve

OSB  
Office of the State Employer

REMOTE WORK AGREEMENT

SECTION I - EMPLOYEE INFORMATION

Last Name  
EMPLOYEE

Job Title/Position  
PE-DEPARTMENTAL ANALYST-A

Employee ID Number  
1111112

First Name  
MCSC

Department/Agency/Division  
PE-1901 PE-MB130

Telephone Number  
(517) 335-1234

Proposed Remote Worksite (Remote work outside Michigan requires written approval of the Office of the State Employer)

Proposed Effective Dates (Approval no greater than one year):

From: 8/1/2021 To: 8/1/2022

Locations  
☐ Home ☒ Other

ONLY complete if Other is selected for Location. Physical Street Address (P.O. Box not acceptable)

345 Main Street  
City: Lansing State: MI Zip Code: 48,917 County: Eaton

SECTION II - EMPLOYEE CERTIFICATIONS, SCHEDULE, AND ACKNOWLEDGMENT

I certify that:

1. I have read the [Remote Work Guidelines](#)<sup>1</sup> and [Acceptable Use Standard](#)<sup>2</sup> and will abide by all their provisions.

2. I have reviewed expectations and communication requirements in my remote-work plan and SOM and agency privacy and

12. In the **My Tasks** section, click on **Complete Remote Work Agreement**.

NEOGOV Dashboard Search for employees or positions Give Feedback MM MCSC MANAGER

MM MCSC MANAGER  
PE-DEPARTMENTAL MANAGER-3  
PE-CIVIL SERVICE COMMISSION

Forms Overview In Progress (0) Completed My Team's Forms

My Tasks

FORM Due 06/11/21

ME Complete Remote Work Agreement  
For MCSC EMPLOYEE - 40% of Remote Work Agreement

My Team's Forms View All

OVERALL PROGRESS FOR ALL FORMS

1 Overdue 2 In Progress

Forms

13. The form displays. Managers can again review the Sections I and II entered by the employee. Complete Sections III and IV of the form and select **Submit**.

- A. Managers who select **No** in Section III and provide a disapproval reason will still select **Submit** so this form can be reviewed by the HR Office.

Remote Work Agreement
Cancel
Save for later
Submit

SECTION III - SUPERVISOR RECOMMENDATIONS

☒ Yes. I approve the request consistent with operational needs and certify approval from higher-level leadership for the work area.
   
☐ No If no, provide reason:

Supervisor Signature Date

Signed 5/26/2021

If recommending approval, complete Section IV before forwarding to appointing authority.

SECTION IV - SUPERVISOR'S CHECKLIST FOR REMOTE WORKERS

Supervisor Name

MCSC Manager

State equipment, software, and services are documented.

☒ Yes ☐ No

Provided supplies and eligible employee reimbursements have been identified and a list is attached.

☒ Yes ☐ No

Performance expectations, communication procedures, and privacy and security requirements were documented and explained to the employee in a remote-work plan.

☒ Yes ☐ No

Supervisor Signature Date

Signed 5/26/2021

SECTION V - APPOINTING AUTHORITY ACTION

☐ Approved ☐ Disapproved If disapproved provide reason:

14. You will be returned to the **Forms** section of the Unified Dashboard. That task will no longer display in your **My Tasks** section.

NEOGOV
Dashboard
Search for employees or positions
Give Feedback
MCSC MANAGER

MM
MCSC MANAGER
PE-DEPARTMENTAL MANAGER.3
PE-CIVIL SERVICE COMMISSION
My Profile

Dashboard
Tasks
People
Performance
Recruiting
Forms
Reports

Forms

Overview In Progress (0) Completed My Team's Forms

My Tasks
You have zero tasks to do!
Check back later for any new tasks.

My Team's Forms
View All
OVERALL PROGRESS FOR ALL FORMS
1 Overdue
2 In Progress

15. Once the process is complete, you will receive a confirmation email.

## Additional Information:

If you have questions regarding your Unified Dashboard display or related Tasks, please contact your HR Office.

Questions technical in nature can be sent to [MCSC-NEOGOV@michigan.gov](mailto:MCSC-NEOGOV@michigan.gov).